

**POLICE MAJOR**

(Promotional Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible administrative law enforcement positions, the primary duties of which include performing management functions and providing oversight for the management and supervision of law enforcement divisions, including: patrol; traffic; criminal investigations; fleet operations; evidence; and records sections. Police Majors are responsible for the enforcement of state and municipal laws, regulations and ordinances. Employees in this position perform law enforcement duties which may include administrative or specialized support functions to enhance or maintain the effectiveness and/or efficiency of the Lake Charles Police Department. Employees of this class have the responsibility for organizing, planning, and assisting in policy-making for assigned areas, for overseeing the daily operation of assigned functions, and for supervising subordinate employees within the assigned areas. The Police Major performs duties with a high level of independence, with work reviewed by and special assignments received directly from the Deputy Chief of Police. This class ranks directly below that of Deputy Chief of Police.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the law enforcement divisions of the department including patrol operations, special tactical operations, criminal investigations, collection and protection of evidence, traffic control and accident investigation, juvenile services. Recommends management goals, policies, and objectives for the department. Determines how to organize assigned services of the department including how to deploy assigned personnel. Decides on officer deployment in a manner that optimizes cost effectiveness by developing a data base of local crime statistics using the assignment-availability factor, beat size, design, and equalization of work load. Keeps informed on modern methods of police department work, administrative practices, and any local conditions which the department may be called upon to combat. Makes recommendations for improvements in the training program. Provides on-the-job training for department members.

Supervises the preparation and maintenance of departmental records and reports by reviewing records completed by subordinates and periodically inspecting systems and facilities for maintaining such. Determines what information should be included in department

records and in what form this information should be kept. Provides for and insures that accurate department records such as financial records, personnel records, or records of activity are maintained. Compiles and analyzes data needed for reports and writes reports. Writes letters in answer to written or oral requests addressed to the police department.

Conducts roll call in order to give oncoming shift pertinent information related to policy changes, directives, orders, and cancellations, and other related information. Holds meetings with subordinate officers for the purpose of receiving reports or disseminating information. Makes assignments to staff and writes comments and notes as necessary in order to route work to the appropriate person or location. Assigns work or duty areas. Inspects the appearance of equipment or personnel. Approves leave. Evaluates work performance of subordinates by reviewing their reports and discussing work performance. Provides assistance to employees in technical areas of work and counsels employees experiencing work problems. Resolves employee complaints and grievances; maintains discipline among employees of the department.

Supervises field management of money in order to control possession or expenditure of funds. Reviews divisional operating budgets. Gathers information to be used in compiling budgets. Keeps accounts showing money and assets of all police department operations. Manages bookkeeping of all department accounts in order to maintain accurate fiscal records. Prepares expenditure estimates. Recommends the purchase of equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget. Prepares specifications on new police department equipment for public bids. Supervises the general care, maintenance, and use of departmental equipment, motor driven vehicles, stations and grounds, and other related property.

Promotes a positive public image of the work of the department in the daily performance of duties by informing the public of the necessity and methods of civilian cooperation in law enforcement work. Coordinates special public service projects of the department including community relations programs to enhance the public image of the police department. Answers inquiries about the operation of the police department or any related areas of law enforcement operations. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of

legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Captain immediately preceding closing date for application to the board.

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